

To Whom It May Concern,

Thank you for your interest in the City of Tempe LEAP program! Below is a checklist that outlines the process for registering a student into the City of Tempe LEAP After-School Program.

Step One

Please contact Josh Bell if you have any questions regarding the LEAP program or the registration process.

Step Two

If you are intending to use DDD services, contact your DDD Support Coordinator to request approval for DTT (Day Treatment & Training) hours. If approved, your Support Coordinator should provide you with a copy of a "Changes in the ISP" document that is to be signed by the student's parent/guardian and Josh Bell (once approved by Josh Bell to be registered into LEAP).

Step Three

Complete the LEAP registration packet and submit it to Josh Bell at City of Tempe Adapted Recreation. You can submit the registration packet one of the following ways:

- Drop off the packet in person or mail to City of Tempe Adapted Recreation, 3500 S. Rural Road, Tempe AZ 85282. We are located in the Recreation Services Office on the second floor of the Tempe Public Library.
- Scan and e-mail the registration packet to Josh Bell at josh_bell@tempe.gov.
- Fax to Josh Bell's attention at 480.350.5058.

Step Four

Submit a copy of the most recent Individual Support Plan (if using DDD services) or Individualized Education Plan (if paying out of pocket) to Josh Bell along with the LEAP registration packet. You can print the document or submit an electronic .pdf copy by e-mail to Josh Bell. If you do not have the most recent copy, send a request to your DDD Support Coordinator or proper school official and they should be able to provide one.

Step Five

Schedule a meeting to be conducted in person with the prospective student, parent/guardian, Josh Bell and the LEAP Program Coordinator. This meeting is typically conducted on site at the program or at the Adapted

Recreation office. This meeting is an opportunity for everyone to meet in person, discuss the program in more detail and answer any questions, as well as fully understand the wants and needs of the student as it would pertain to attending the LEAP program.

Step Six

Following the meeting and after all of the necessary documentation, as outlined above, is submitted the registration request will be reviewed by Josh Bell. The review process includes reviewing the information provided in the registration packet, the ISP/IEP and the "Changes in the ISP" form. Additionally, approval of DTT hours would need to be verified. This process can take up to several business days.

Step Seven

Once approved to attend the LEAP program and when approval of DDD services has been verified, the student's parent/guardian will need to submit a Transportation Request Form to the proper school official. This form will be provided to you by Josh Bell. For students in the Tempe Union High School District, this typically involves submitting the Transportation Request Form to the student's Special Education Department Chair at the high school. For middle school students in the Tempe Elementary School District, please contact your student's school or teacher for clarification, as a request may need to be submitted directly to the school and/or to Transportation Services.

Once these steps have been finished registration into the LEAP program should be complete! If you have any questions regarding the steps above and anything else regarding the LEAP program please contact Josh Bell using the information below.

Thank you,



Josh Bell
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